

# Assistant Director of the Massachusetts Fire Academy

## Program Manager VI

Agency Name:	Dept. of Fire Services
Official Title:	Program Manager VI
Functional Title:	Assistant Director of the Massachusetts Fire Academy
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$41,017.08 to \$93,731.29 Annually
Bargaining Unit:	M99
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Stow
Region:	CENTRAL
Facility Location:	P.O. Box 1025-State Road Stow, MA 01775
Application Deadline:	11-13-2009
Apply Online:	No
Posting ID:	J19539

*This position is funded from the Commonwealth's annual operating budget.*

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### Duties:

1. Supervises staff engaged in fire service training at the state level. This includes extensive strategic planning, managing assignments and directing job performance activities as they relate to the accomplishment of the division's goals and objectives.
2. Oversees the day-to-day management of operations within the division, including but not limited to registration, scheduling, program development, program delivery and certification. Analyzes and advises the Director and direct reports on significant events and their impact on daily operations.
3. Makes decisions as needed for the daily management and operations of the agency.
4. Delegates routine administrative and operational activities to qualified staff as needed to ensure continuity in processing.
5. Draws direction and guidance from subject matter experts within the agency to satisfy compliance with existing laws and regulations, as well as to implement new initiatives and directives that are introduced throughout the state, and/or Executive Branch, and/or Secretariat. He/She must advocate a team atmosphere in order to build consensus and facilitate communication among and across organizational channels.
6. Other duties as assigned.

### Qualifications:

#### MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five years of full-time, or equivalent part-time, supervisory or managerial

experience in business administration, business management, or public administration.

SPECIAL REQUIREMENTS: None.

**Preferred Qualifications:**

1. Ten years of full-time, or equivalent part-time, supervisory or managerial experience in business administrative, business management, or public administration and of which at least five years should have been in a managerial capacity.
2. An undergraduate degree (BA or BS) in a related field of study. A graduate degree or comparable experience is preferred.
3. Ten years experience in the fire service, with at least five years experience in a supervisory capacity.
4. Ten years experience in training and/or adult education.
5. Certification by the ProBoard or IFSAC to the level of Fire Officer II and Fire Instructor II.
6. Knowledge of the principle of fire service training.
7. Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
8. Demonstrated skills and experience in identifying and understanding customer needs and converting those needs into detailed work plans and technical actions.
9. Ability to communicate diverse information orally and in writing to a wide variety of individuals in an efficient and concise manner. This includes the ability to assess problems, implement necessary action, impart information, and answer questions clearly and accurately.

**How To Apply:**

Mail cover letter and resume to:

Maribel Fournier, Director of Administrative Services

Department of Fire Services

P.O. Box 1025-State Road

Stow, MA 01775

Please submit 2 copies of resume and cover letter and include an email address on all correspondence.

Faxed, emailed or late resumes will not be considered.

**Agency Web Address:**

<http://www.mass.gov/dfs>